

City of Brentwood
Parks and Recreation Department
35 Oak Street
Brentwood, CA 94513
(925) 516-5444 • (925) 516-5445 FAX
www.brentwoodca.gov



Contract # _____
Date Received: _____

Field Rental Application

Organization Name: _____

Organization Address: _____ City: _____ Zip: _____

Applicant Name: _____ Home Phone: _____ Cell Phone: _____

Applicant Address: _____ City: _____ Zip: _____

Email Address: _____ Organization Title / Position: _____

Alternate Contact Name: _____ Home Phone: _____ Cell Phone: _____

Email Address: _____ Organization Title / Position: _____

Draft representative for organization, if applicable (Limit of two per organization)

Name: _____ Home Phone: _____ Cell Phone: _____

Email Address: _____ Organization Title / Position: _____

Additional Draft Name: _____ Home Phone: _____ Cell Phone: _____

Email Address: _____ Organization Title / Position: _____

This application request does not confirm or guarantee usage until final approval is given and all criteria are met. All initial requests require a minimum of thirty (30) days for processing and subsequent requests require a minimum of fourteen (14) days for processing.

Rental Classification

RENTAL CLASSIFICATION* (Please check only one):

☐ Resident ☐ Non-resident ☐ Commercial ☐ Brentwood Non-profit
(Attach copy of 501c3)

**Please refer to the City of Brentwood Parks and Recreation Policies and Procedures Sports Philosophy (Policy No. 10-14) for definitions of rental classifications.*

Upon request, renter may be required to submit information about their organization, what percent of the members of the organization are Brentwood residents, etc. The City may request a membership list with names and addresses as proof of residency.

ACTIVITY CLASSIFICATION: ☐ Youth ☐ Adult ☐ Senior ☐ Other _____

Available Facilities

FACILITY	DESCRIPTION	SOFTBALL / BASEBALL	SOCCER
Apple Hill Park 1866 Central Boulevard	Ball Field Not Lighted / Restrooms	1 Ball Field 50', 60', 65'	1 field at 46 x 65 yds
Balfour Guthrie Park 1701 Balfour Road	Ball Field or Soccer Field Lighted, daily until 11 p.m. Restrooms	1 Ball Field 60', 65', 70'	1 field at 46 x 65 yds (or) 1 field at 50 x 80 yds (or) 1 field at 60 x 100 yds
Garin Park 231 Lawrence Lane	2 Soccer Fields Not Lighted No Restrooms*	Not Available	2 fields at 46 x 65 yds (or) 2 fields at 50 x 80 yds (or) 1 field at 65 x 100 yds (North only)
Oak Meadow Park 180 Crawford Drive	2 Ball Fields or Soccer Field Lighted, Sun - Thur until 9 p.m. Fri & Sat until 11 p.m. Restrooms	Ball Field # 1 60', 65', 70', 80', 90' Ball Field #2 55', 60', 65', 70'	2 fields at 46 x 65 yds (or) 2 fields at 50 x 80 yds (or) 1 field at 65 x 100 yds
Summerwood Park 1159 San Jose Avenue	Soccer Field Not Lighted / No Restrooms*	Not Available	1 field at 46 x 65 yds (or) 1 field at 50 x 80 yds
Sunset Park Athletic Complex 655 Sunset Road	6 Ball Fields / 4 Soccer Fields Lighted, daily until 11 p.m. Restrooms / Concession Stand	Ball Fields # 1-4: 50', 60', 65', 70' Ball Field # 5: 65', 70', 80' Ball Field # 6: 65', 70', 80', 90'	4 fields at 50 x 80 yds (or) 4 fields at 65 x 100 yds (or) 2 fields at 70 x 110 yds

***Restrooms available for an additional charge. Some field usage restricted by multiple field use.**

The following neighborhood parks are not approved for practice, scrimmage or game play:

Almond Park; Amber Park; Anastasia Park; Appaloosa Park; Apricot Park; Arbor View Park; Berkshire Park; Black Gold Park; Blue Goose Park; Buena Vista Detention Basin; Caboose Park; Celeste Park; Cherry Park; City Park; Cortona Park; Creekside Park; Curtis Park; Fruitwood Park; Gemini Park; Glory Park; Granville Green Park; Heron Park; Homecoming Park; Kaleidoscope Park; King Park; Lake Park; Loma Vista Park; Mallard Park; McClarren Park; Medallion Park; Miwok Park and Trail; Orchard Park; Palomino Park; Peach Park; Rainbows End Park; Rolling Hills Park; Rose Garden Park; Sage Glen Park; Seedling Park; Spirit Park; Steeple Chase Park; Stonehaven Park; Summerset Commons Park; Sun Gold Park; Topaz Park; Veterans Park; Walnut Park; Wheatfield Park; Windsor Way Park and Yokut Park.

General Policies

_____ (initial)

- A. The City of Brentwood reserves the right to deem appropriate usage of City facilities and to book activities before, during, and/or after your rental time.
- B. Fields are rented by permit only. Users should respect fellow renters which includes; not utilizing any field that has been prepped for another user, failing to leave a field when the permitted user arrives, or encroaching in any manner on permitted field/park areas.
- C. Depending upon the type of use and location of the facility, parking may be limited. Please be courteous of residents who live adjacent to neighborhood parks by not blocking driveways, leaving trash, or walking across lawns and/or through flowers and shrubs. Organizations should encourage carpooling and flexing game start times, whenever possible.
- D. Sales or the exchange of food/drink items and/or goods or services are not permitted at City facilities without prior written permission, permits and/or licenses, as applicable. This includes vendors, booths and teams/leagues/organizations. Sunset Park Athletic Complex has exclusive concession services.
- E. The charging of an admission or gate fee is not permitted without written permission. Charging a parking fee is not permitted.
- F. Advertising is not permitted on City property without prior written permission.
- G. The City reserves the right to reschedule or cancel any event at its sole discretion without liability, but subject to refunding all money deposited by the Renter.
- H. The City reserves the right to require additional field prep/maintenance when use exceeds three (3) games on the same field.
- I. Field lights are required one-half hour prior to sunset and are booked in fifteen minute increments.
- J. A Field Rental Application form must be completed in full and returned to the Parks and Recreation Department at 35 Oak Street, Brentwood, CA 94513. Payment for the rental deposit and non-refundable application fee must accompany the application for consideration or processing to begin.
- K. Once approved, a contract will be created reflecting the current fees for use requested. Renter must remit payment according to current policies, fees and charges as indicated on the contract. Payments can be made by credit/debit card, cash or check. Checks made payable to the City of Brentwood. Organizations remitting payment by check or credit/debit card must do so on the organizations imprinted checking account or credit/debit card. Failure to meet payment deadline will result in additional charges or cancellation.

Insurance and Indemnification

_____ (initial)

As a condition of use of City facilities, you must provide, at your sole expense, each of the following items:

Proof of Insurance comprised of a Certificate of Liability and an Additional Insured Endorsement of comprehensive general liability insurance. The original endorsement of comprehensive general liability insurance must be written by one or more responsible insurance companies licensed to do business in California. This coverage must:

- A. Name the City of Brentwood, its officials, officers, directors, employees, agents, and volunteers as additional insured against liability to persons, damages to property, and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
- B. Include liability coverage for claims made by participants in your event. You are advised that any and all exclusions pertaining to athletic or recreational events must be disclosed in the endorsement, and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event.
- C. Be PRIMARY insurance with respect to the additional insured name above. Any other insurance available to the City of Brentwood, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing.
- D. Address to include: City of Brentwood, 150 City Park Way, Brentwood, CA 94513

The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage.

You must provide the City with the endorsement 14 days prior to the start of your event. Each endorsement shall be subject to approval by the City of Brentwood.

Any deductible or self-insurance retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.

You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on an ISO approved form. The City will NOT accept a certificate of insurance alone as proof of insurance coverage.

The original endorsement must specifically list the following:

“City of Brentwood, its officials, officers, directors, employees, agents, and volunteers are additional insured.”

“This insurance is primary with respect to the additional insured. Any other insurance available to the City of Brentwood, its officials, officers, directors, employees, agents and volunteers, shall be excess and noncontributing.”

You are strongly urged to show this application (including the precise wording of these requirements) to your insurance agent or broker to ensure language is included, as required.

Applicant Disclaimer

By submitting this application, the Applicant understands that the City shall review the application under the procedures set forth in the Special Event section 7.02.020 of the Brentwood Municipal Code (B.M.C.). If the City approves the application, a contract shall be sent to the Applicant for signature.

I, as an official representative of the organization and/or event identified with this application, and whose name appears on this application as the contact for said event am authorized to sign this application and agree to its conditions. By signing below, I further verify that the information contained in this application is true and accurate to the best of my knowledge and that I have received and read Park Closure Policy (Policy No. 10-10) and the Sports Philosophy (Policy No. 10-14).

Applicant Signature

Applicant Name (Printed)

Date



Field Rental Fees Effective 01/01/2013

ALL RENTALS: The application fee is non-refundable and due with the refundable deposit at time of submission.
Fees are subject to change.

PROCESSING FEES

- ☐ \$ 48.60 Non-refundable Application Fee
- ☐ \$ 29.50 Non-refundable Application Rush Fee (less than 30 days and in addition to the Application Fee)
- ☐ \$ 29.60 Cancellation Fee on all rentals, if less than 14 days notice
- ☐ \$ 81.30 Unpaid Rental Balance Late Fee less than 30 days prior to event
- ☐ \$ 58.60 Rental Contract Modification Processing 5 days after receipt of contract (post grace period of 5 business days)
- ☐ \$117.10 Rental Contract Modification Processing less than 14 days prior to event
- ☐ \$ 48.60 Billing Processing Fee
- ☐ \$250.00 Field Deposit (refundable) for 49 bookings or less
- ☐ \$500.00 Field Deposit (refundable) for 50+ Bookings, Tournaments, Camps, & Clinics

BALL/SOCCER FIELDS: Apple Hill, Balfour-Guthrie, Garin, Oak Meadow, and Summerwood Parks

Rental fees apply per day, per field.

- ☐ \$8.20 day Brentwood Non-Profit, **verification req'd**
- ☐ \$11.80 day Resident
- ☐ \$13.00 day Non-Resident
- ☐ \$15.40 day Commercial

BALL/SOCCER FIELDS: First Field at Sunset Park Athletic Complex

Rental fees commence when gates opened/set-up time and conclude after gates closed/clean-up.

- ☐ \$17.70 hr Brentwood Non-Profit, **verification req'd**
- ☐ \$23.00 hr Resident
- ☐ \$25.40 hr Non-Resident
- ☐ \$30.00 hr Commercial

SUNSET PARK ATHLETIC COMPLEX ENTIRE FACILITY

Rental fee includes supervisory staff but does not include fees for lights, equipment, field preparation, additional staff, or additional trash services.

- ☐ \$ 831.70 4 hours Brentwood Non-Profit, **verification required**
- ☐ \$1,187.60 4 hours Resident
- ☐ \$1,306.50 4 hours Non-Resident
- ☐ \$1,543.80 4 hours Commercial

GENERAL FIELD AMENITIES

- | | |
|--|---|
| <input type="checkbox"/> \$ 29.60 Ball Field Prep Services, per field | <input type="checkbox"/> \$ 9.80 Field Lights: Balfour Guthrie, per hour |
| <input type="checkbox"/> \$ 17.70 Ball Field Prep without Lining, per field | <input type="checkbox"/> \$11.50 Field Lights: Oak Meadow Field #1, per hour |
| <input type="checkbox"/> \$ 89.00 Soccer Field Lining Services, per field | <input type="checkbox"/> \$ 8.70 Field Lights: Oak Meadow Field #2, per hour |
| <input type="checkbox"/> \$ 29.60 Soccer Field Lining Repaint, per field | <input type="checkbox"/> \$27.20 Field Lights: Oak Meadow Center Soccer Field, per hour |
| <input type="checkbox"/> \$ 17.70 Soccer Field Prep Services, per field | <input type="checkbox"/> \$22.90 Field Lights: Sunset Field #1, per hour |
| <input type="checkbox"/> \$ 89.00 Extra Mow, per field | <input type="checkbox"/> \$19.50 Field Lights: Sunset Fields #2 & 3, per hour |
| <input type="checkbox"/> \$ 12.60 Scorekeeper Fee, per hour | <input type="checkbox"/> \$17.40 Field Lights: Sunset Field #4, per hour |
| <input type="checkbox"/> \$ 7.50 Additional Field: Sunset per hour, per field | <input type="checkbox"/> \$13.60 Field Lights: Sunset Field #5, per hour |
| <input type="checkbox"/> Part-time Staff Fee, Hourly Rate plus Benefits
(Currently at \$18.80, per hour, subject to change) | <input type="checkbox"/> \$19.10 Field Lights: Sunset Field #6, per hour |
| <input type="checkbox"/> Actual Cost Solid Waste Garbage Service | <input type="checkbox"/> \$11.90 Field Lights: Sunset Fields #5 & 6 Overlay, per hour |
| | <input type="checkbox"/> \$22.10 Field Lights: Sunset Soccer Fields, per hour |

TOURNAMENT CANCELLATION POLICY

- ☐ 100% Rental deposits and fees are refunded if cancellation is made 6 months or more prior to your rental date, with the exception of the cancellation processing fee.
- ☐ Cancellations less than 6 months, but more than 4 months prior to your rental date, 15% of your **total deposit** will be retained in addition to the cancellation processing fee.
- ☐ Cancellations less than 4 months, but more than 1 month prior to your rental date, 25% of your **total deposit** will be retained in addition to the cancellation processing fee.
- ☐ Cancellations less than 30 days prior to your rental date, 40% of **the entire rental fee** will be retained in addition to the cancellation processing fee.

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